



## HOW TO ADOPT A CITY OF GUTHRIE STREET

1. Contact Andrea Post, Executive Assistant, at 405-282-0496 or via e-mail [apost@cityofguthrie.com](mailto:apost@cityofguthrie.com) with the name of the street(s) your organization wishes to adopt.
  - a. Requires minimum commitment of two (2) years
  - b. Requires minimum of one (1) mile of street(s) or roadway(s)
2. Once availability of the street(s) selected is verified, an Information Packet will be sent to the Group contact person. The Information Packet will include the application and waiver that needs to be completed and returned to Andrea Post, 3<sup>rd</sup> Floor City Hall, City of Guthrie, 101 N. 2<sup>nd</sup> St., Guthrie, OK 73044, by email to [apost@cityofguthrie.com](mailto:apost@cityofguthrie.com) or by fax to (405) 282-0192.
3. Upon receipt and review of your completed Information Packet, you will be contacted to set-up your first clean-up date.
  - a. Cleanups must be scheduled for at least four (4) times a year, with one of these being during the annual Guthrie Trash-Off in April.
4. To allow adequate time for scheduling, contact the City two weeks prior to each clean-up date. The City will provide trash bags and neon safety vests. Vests need to be returned within two days after cleanup is completed. After your first cleanup is completed, your organization's Adopt-A-City Street recognition signs will be installed.



## ADOPTION AGREEMENT

### Terms and Conditions

The City of Guthrie (hereinafter called "The City"), and the volunteer organization named \_\_\_\_\_, (hereinafter called "The Group") recognize the need and the desirability of litter-free city streets and roads (hereinafter collectively called "City Streets") and are entering this Agreement to permit The Group to contribute toward the effort of maintaining litter-free City Streets.

### **The Group acknowledges and agrees to the following terms and conditions:**

1. The Group agrees to obey, abide by and to assure that each participant obeys all laws and regulations relating to pedestrian and traffic safety; all recommendations, terms and conditions set forth in this Agreement; and such terms and conditions as may be required by the City for such special conditions on particular adopted City Streets.
2. The Group must notify and remind each participant of the hazardous nature of litter clean-up; certain wastes, including but not limited to, heavy objects, syringes, needles, condoms, dead animals, glass, sharp objects, etc., activities near roadways and driveways.
3. The Group has designated a contact person (hereinafter called "Liaison") on its Application for the Adopt A City Street Program who will:
  - (a) assure that all participants are responsible individuals, and that participating minors under the age of eighteen (18) years are provided with adequate adult supervision;
  - (b) distribute and collect signed RELEASE AND WAIVER OF LIABILITY forms from all participants;
  - (c) assure that all participants have signed in for each clean-up event;
  - (d) assure that all participants are properly dressed, including but not limited to closed toe shoes, long pants, shirts (preferably light, bright and long sleeved), safety vest and work gloves;
  - (e) notify The City before each clean-up event, when the clean-up event is complete and notify The City of any big, heavy or hazardous trash not placed in a trash bag by The Group; and
4. The Liaison must keep the City informed throughout the term of this agreement of the current accurate address and telephone numbers for its contact person. The Liaison shall notify the City in writing prior to changing its Liaison and/or prior to the Liaison changing his or her address and/or telephone number (s).
5. When participants are eighteen (18) years of age or younger (hereinafter called "Young Participants"), The Group **must furnish adult supervision** using at least one (1) adult participant for every four (4) young participants. Adult supervisors of young participants **must** be consistently present at the clean-up site and in the presence of the young participants during all activities relating to the clean-up event.

6. Children under eleven (11) years of age may not be present along the adopted street, in the street or along the street right of way.
7. The Liaison must assure The City that:
  - (a) all adult participants **have signed** the RELEASE AND WAIVER OF LIABILITY agreement;
  - (b) all Young Participants have had the RELEASE AND WAIVER OF LIABILITY agreement signed by the parent or legal guardian; and
8. Prior to a clean-up event the Liaison shall confirm that there are signed releases for *all* participants and they or a copy have been sent to the City.
9. To maximize supervision, safety of participants and to minimize confusion and distraction to drivers, Groups need to clean up one side of the adopted City Street at a time. The Group must **never** be working on both sides of a City Street at one time.
10. The Group must park all vehicles well clear of the adopted City Street's roadway and at least ten (10) feet from any shoulder or curb. Groups are encouraged to work with nearby businesses, schools, churches or others to utilize parking off of the City Streets.
11. The Group must adopt at least one (1) mile of adjacent, connected or adjoining City Streets unless agreed upon with the City.
12. The Group will adopt a City Street for a minimum of two (2) years.
13. The Group will pick up litter a minimum of four (4) times a year, with one of these clean-ups occurring during the City's annual spring "Trash Pick Up" event.
14. The Group may obtain, to the extent same are available, safety vests and trash bags from the City during regular City business hours.
15. Each participant must sign in prior to each clean-up event.
16. All participants must wear the safety vests while in or near the street right-of-way. All participants must wear appropriate clothing including but not limited to closed-toe shoes, long pants, long sleeve shirts (light and bright colors) and heavy work gloves during the clean-up.
17. The Group must notify the City of each clean-up event and the existence of filled trash bags relating thereto upon the completion of each clean-up event. The Liaison shall notify The City of the precise location of any bags and heavy or hazardous trash found during the clean-up event.

**The City of Guthrie agrees to the following terms:**

1. After completion of the first clean-up event, The City shall install the Adopt A City Street

recognition signs. These signs (one for each direction of traffic) shall have The Group's name on each sign.

2. The City shall provide The Group with safety vests and trash bags to be utilized for the clean-up event only. The City agrees to pick up filled trash bags as soon as practicable after being notified of their location after the completion of the clean-up event by the Liaison.

This Agreement shall be effective as provided herein for two (2) years from the date of the first clean-up event. The City or the Group upon written notice may terminate this Agreement. The City reserves the right to modify or cancel this program and this contract at any time upon notice sent to the contact person at the address last provided in accordance with this Agreement.

Name of Group: \_\_\_\_\_

Signed by: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title relating to the Group: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
CONTACT PERSON

\_\_\_\_\_  
DAYTIME TELEPHONE NUMBER

\_\_\_\_\_  
MAILING STREET ADDRESS

\_\_\_\_\_  
EVENING TELEPHONE NUMBER



## RELEASE AND WAIVER OF LIABILITY

Date: \_\_\_\_\_

I \_\_\_\_\_ understand and agree that I am serving as a volunteer, and my service is not “employment” nor will I be considered an “employee” within any meaning of those terms, that I will not be paid wages or receive any kinds of benefits whatsoever, including but not limited to Workers Compensation benefits;

I hereby release and waive all rights, benefits, demands, and causes of action that I might claim or assert if I were classified as an ‘employee’ and my services classified as “employment”.

I further state that I have read this Release and Wavier of Liability, and execute it understandingly and voluntarily, and declare it to be binding upon me, my heirs and assigns.

\_\_\_\_\_  
Volunteer’s Signature

\_\_\_\_\_  
Parent’s Signature if under 18 yrs. of age

\_\_\_\_\_  
Volunteer’s Printed Name

\_\_\_\_\_  
Parent’s Printed Name

Volunteers under the age of 18 must have parent or guardian’s approval and signature. Children under eleven (11) years of age may not participate as a volunteer nor be present along the adopted street, in the street or along the street right-of-way.